



# NSPS Newsletter

AF National Security Personnel System Office  
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## Countdown to Conversion

### 30 April 2006 Conversion for Spiral 1.1

Deployment of employees in Spiral 1.1, including approximately 3,000 nonbargaining unit GS/GM employees in the Air Force Audit Agency, SAF/MR and elements at Tinker Air Force Base, is scheduled for 30 April 2006.

### Spiral 1.1 Conversion Testing and Deployment

Representatives from Air Force met with employees from other components in San Antonio to conduct a test of the computer system routines that will convert employee records from the legacy system to the National Security Personnel System (NSPS).

Beginning 21 March and running through 7 April, the test allowed components to validate the procedures needed to build NSPS positions, calculate the within-grade increase (WGI) buy-ins, place incoming employees in appropriate pay bands, track payroll flow to DFAS, and review modified system code that will support NSPS participants through the employment life-cycle from hiring to separation.

Results from the test were positive and conversion remains on schedule.

Air Force plans to have several representatives on site in San Antonio, where the civilian database is maintained, the week following deployment to ensure the successful conversion of all Spiral 1.1 records. System teams, including staff members from the Civilian Personnel Management Service and programming specialists, will remain on alert for several pay periods after conversion to ensure error-free processing of the newly converted records.

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## January 2007 Pay Adjustment for Spiral 1.1 Employees

All *eligible* Spiral 1.1 employees will receive the equivalent of the across-the-board base pay increases and locality pay increases that will be received by General Schedule employees in January 2007.

Eligible employees include those who have a current rating of record above Level 1 (unacceptable).

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## Conversion Information

Conversion into NSPS happens automatically. On the date when the spiral to which the employee is assigned implements NSPS, the permanent record converts from the GS/GM to the NSPS classification structure.

Employees will convert into NSPS without any loss of pay; however, many will see an increase in pay if eligible for a one-time, prorated WGI buy-in. This prorated WGI buy-in is based on the length of time (in calendar days) accumulated toward an employee's next WGI. The WGI buy-in is added to the base salary.



To receive the one-time, prorated WGI buy-in at conversion, an employee's performance must be acceptable and he or she must be in step 09 or lower of the current grade.

Note that employees who are currently in the GM pay plan are also entitled to the one-time WGI-buy-in, provided they are otherwise eligible.

Once a position is converted, the employee will be placed into an NSPS career group, pay schedule, and pay band.

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## Special Conversion Issues

If an employee is entitled to pay retention, eligibility continues under NSPS. Since there are no grades in NSPS, however, there is no grade retention.

If an employee is on a temporary promotion, reassignment, or detail at the time of conversion, the employee will be returned to his or her permanent position and be converted into NSPS based on that permanent position. Immediately after conversion, the manager has the option of temporarily reinstating the employee to the position held prior to the conversion.

NSPS does not recognize leader positions; it does not use a special title or assign 'leaders' to a separate pay schedule or pay band. Employees currently in leader positions will be converted into the non-supervisory career group and pay schedule that corresponds to the occupational series of the current position.

An employee in a supervisory or managerial position will be converted into the appropriate Supervisor/Manager Pay Schedule in the career group corresponding to the occupational series of the current position. Since the NSPS classification criteria have changed, management will review GS-14 positions to determine if they will be in Pay Band 2 or Pay Band 3.



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## Deployment Schedule

As a reminder, NSPS will be implemented in phases known as spirals. The first spiral, Spiral 1.1, consists of approximately 11,000 DoD employees (including about 3,000 Air Force employees) and will take place on 30 April 2006.

Spiral 1.2 is scheduled for October 2006; Spiral 1.3 is scheduled for January 2007. Participants in each of these spirals are still being identified.

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## NSPS 101

### NSPS web-based training now available

A web-based training course entitled NSPS 101 was launched on 3 April 2006.

NSPS 101 provides an overview of the Human Resources elements of NSPS, covering such topics as conversion to NSPS, classification, compensation, performance management, staffing flexibilities, and workforce shaping. It is a web-based course designed to address questions such as "What happens to me when my position is converted to NSPS?" and "How does the pay-for-performance system work?" NSPS 101 serves as a foundation for ongoing training in instructor-led courses that begin shortly before conversion into NSPS.

The course also includes a conversion calculator that identifies an employee's career group, pay schedule, pay band and estimate of WGI buy-in.

Employees who successfully complete the course should print the completion certificate and provide a copy of that certificate to their training point of contact to ensure they receive appropriate credit in the personnel data system.



To take NSPS 101, go to <http://www.cpms.osd.mil/nsps/nsps101>.

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## HR Elements for Managers, Supervisors, and Employees

The NSPS Program Executive Office has released a 60-page magazine that explains what NSPS is and how the transition to the new system will be effected. This document is designed to serve as a handy desk guide to answer the most common questions about NSPS.

NSPS changes some fundamental business practices that have been the backbone of Civil Service for several decades. Raises and bonuses will be based on performance, starting salaries will be based on market conditions, and job objectives will have a line of sight to organizational objectives.

The magazine will be available to all Spiral 1.1 employees during the training sessions that will take place prior to deployment of NSPS at the end of April. Employees in other spirals will also receive the magazine during the training process.

View the magazine at <http://www.cpms.osd.mil/nsps/HRMagazineS1.1.pdf>

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## Message from Mary Lacey

"NSPS is a system that is good for the Department and it is good for you. It will strengthen our ability to accomplish our national security mission, and provide opportunities to enhance your personal growth and development. This is the beginning of a long journey for all of us, and we will continue to learn from one another."

*Mary E. Lacey*  
NSPS Program Executive Officer

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## **AF Web Site**

The Air Force NSPS website has moved to make the information we post to the website accessible to as many viewers as possible. The pages are now available from any computer.

The address is <http://www.af.mil/library/nsps-af/index.asp> .

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## **Back Issues**

To view previous editions of the NSPS Newsletter, visit the [AF NSPS website](#).

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